

Message

From: Farak, Sonja (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=SONJA.FARAK]
Sent: 3/9/2012 1:33:10 PM
To: Fuller-Jones, Sydney (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Sydney.Fuller-Jones]
Subject: Travel questions

Hi Sydney-

I have a couple questions regarding the food allowances for my trip:

1. Does the daily allowance have to be broken down (with receipts) per meal, or can I use the \$17.50 however I choose for food on a daily basis? I ask as the seminar is going to be catered for lunch, but it costs more than the \$5.50 allotted for lunch, and I am wondering if I could apply the \$3.50 for breakfast (and/or part of the dinner money) for the lunch, especially since I have a free continental breakfast at the hotel.
2. Am I allowed to go grocery shopping for some of my food? Can I only buy 1 day's worth of food at a time? Or could I go out once and buy things that I would eat for multiple dinners (i.e. salads, vegetables/fruit, etc.)? If so, how would I have to report/receipt it?

Thanks.

-Sonja

Sonja Farak
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cell: [REDACTED]

From: Fuller-Jones, Sydney (DPH)
Sent: Tuesday, February 28, 2012 11:28 AM
To: Farak, Sonja (DPH)
Subject: FW: Your Travel Packet

Hello Sonja,

Please find attached a copy of your travel packet that was submitted to Central office. The very last page is the approval notification that was generated.

Please refer to the hotel, and taxi information that is attached for your accommodations. Your TAF shows all of the allowances.

If you have any questions or concerns, please feel free to call or email me at (617) 983-6237 or 6665 at any time.
sydney